

Claims Checklist for GOV/POV Accidents

Following this checklist will greatly simplify the claim turn-in process.

(Check each box to ensure your claim is complete)

☒ Check Off

1. *SF Form 95*, Claim for Damage, Injury, or Death. → ☐
2. Copy of *PCS Orders*. Or other documents to show you are stationed or employed at Yokota Air Base. → ☐
3. *Copy of the Accident Report*. You will need to obtain a copy of the **complete** report, to include witness statements, from the Security Police Reports and Analysis Section, Building 555, 225-8812. → ☐
4. Copy of *Insurance information* to ensure compliance with base regulations. → ☐
5. Copy of *vehicle registration* to ensure vehicle is registered on base. → ☐
6. *Estimates of Repair*. **Only one is required**, however, if an estimate is determined to be excessively high, then a second estimate will be required. An estimate may be obtained from any local body shop. → ☐
7. *Photographs*: If it is feasible for you to take photos of the damage, please do so and submit them with your claim. → ☐
8. *Inspection*: You may be required to bring your vehicle to the claims office so that we may due an inspection of the damage. You will be informed if this is necessary.

CLAIMS TURN-IN: Claims are accepted as follows:

MONDAY and TUESDAY (Except Holidays). By appointment only.

WEDNESDAY between 0800-1000. Walk in service is restricted to 5 items or less.

CLAIMS FILING DEADLINE:

You must submit your claim to us in writing within **2 years** from the date of the incident. This is a statutory limitation and can not be waived under any circumstances. **If a claim appears to be fraudulent, it may be denied or turned over to the law enforcement officials for investigation.**